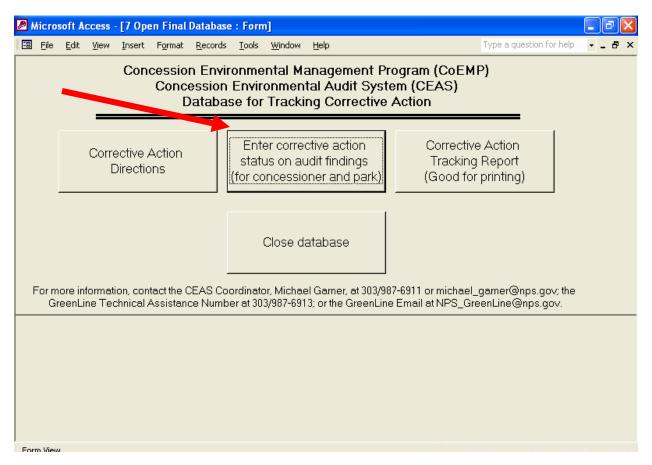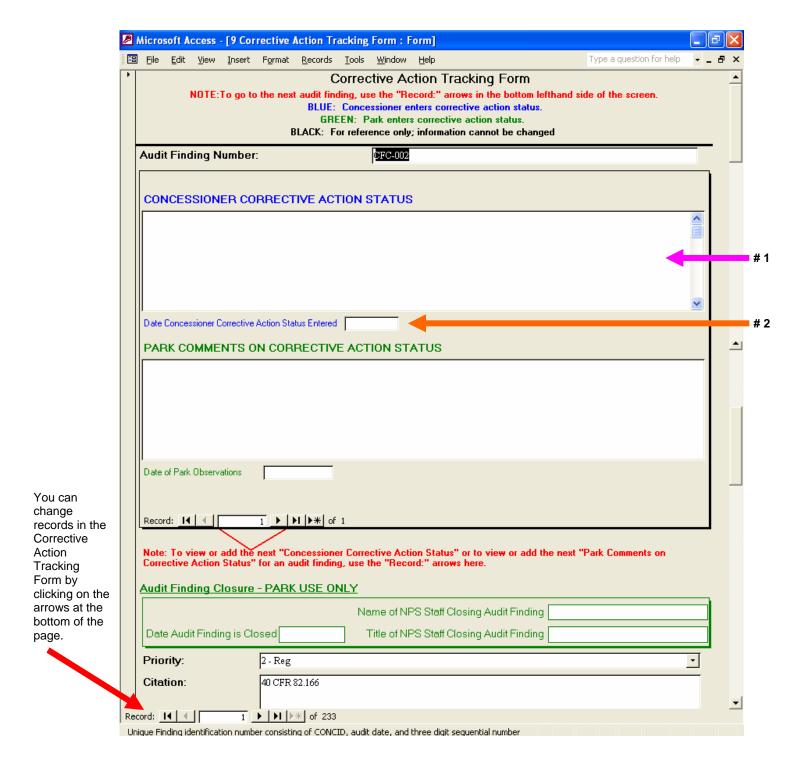# Concessioner Instructions for Entering Corrective Action Information into the Database for Tracking Corrective Action

1. <u>Save</u> the Database for Tracking Corrective Action Tracking Form (MS Access file) to a convenient location on your computer or network drive.

2. <u>Review</u> the Final Audit Report in detail, and <u>address</u> audit findings.

3. <u>Open</u> the Database for Tracking Corrective Action to enter information on corrective action. When the file opens, the screen shown below will appear.

1. <u>Click</u> on "Enter corrective action status on audit findings (for concessioner and park)."

   The screen on the next page will appear. Audit findings in the Final Audit Report are in the same order as they are in the Database for Tracking Corrective Action.

You can change records in the Corrective Action Tracking Form by clicking on the arrows at the bottom of the page.

8. <u>Go</u> to the corresponding audit finding in the Database for Tracking Corrective Action for each audit finding in the Final Audit Report by using the "Record" arrows at the bottom of the page.

    a. Describe steps taken to correct each audit finding in the "Concessioner Corrective Action Status" box. (see Arrow #1).

    b. Enter the date information was entered in the "Concessioner Corrective Action Status" box. (see Arrow #2).

9. <u>Close</u> the Database for Tracking Corrective Action by clicking on File in the upper left area of the tool bar, then Close, and then "Close Database." The information that you entered is automatically saved.

10. <u>Send</u> the file back to the Park Point of Contact when you have completed updating corrective action information on all audit findings so that he/she may enter Park comments regarding corrective action and/or close appropriate audit findings.